

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF  
DIRECTOR'S MEETING** **SEPTEMBER 22, 2016**

**PRESENT:** Marvin Rucker, Pat Finder-Stone, Lisa VanDonsel, Larry Epstein, Supervisor Corrie Campbell, Jessica Nell, Melanie Maczka, Bev Bartlett

**EXCUSED:** Beth Relich, Barbara Robinson, Lori Rasmussen, Pat Hickey

**ALSO PRESENT:** Debra Bowers, Kristin Willems Devon Christianson, Christel Giesen, Laurie Ropson, Barb Michaels, Denise Misovec, Tina Whetung, Aaron Schuette, Lisa Conard, Nicole DeBauche

The meeting was called to order by Chairperson Rucker at 8:34 a.m.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**ADOPTION OF THE AGENDA:**

Ms. Finder-Stone/Mr. Epstein moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF MEETING OF AUGUST 25, 2016:**

Ms. VanDonsel/Supervisor Campbell moved to approve the minutes of the regular meeting of August 25, 2016. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF AUGUST, 2016 FINANCE REPORT:**

Ms. Bowers reviewed the August 2016 Financial Highlights communicating that the ADRC is on target for the 2016 budget. Ms. Bowers communicated that the ADRC is under budget for salary and fringe due to staff position transitions and turnover in 2016. This is also the reason for receiving less federal dollars. Ms. Bowers also mentioned that the Loan Closet campaign is a tremendous success.

Supervisor Campbell/Ms. Bartlett moved to approve the August 2016 finance report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

Ms. Bowers referred to the Restricted Revenue & Expense handout to show that the ADRC received a restricted donation in the amount of \$500.00 for the Home-Bound Meal program in the month of August, bringing our total restricted revenue for the year to \$20,000.

Supervisor Campbell/Mr. Epstein moved to approve the restricted donations for August 2016. **MOTION CARRIED.**

**TRANSPORTATION EVALUATION REPORT-BROWN COUNTY PLANNING-AARON SCHUETTE:**

Mr. Schuette, Brown County Planning, referred to the full draft report handout and power point. Mr. Schuette presented the results of the rural transportation evaluation commissioned by the ADRC for rural Brown County that has been a 9 month process of research and evaluation in 2016. Mr. Schuette explained the goal of the evaluation was to understand the current demographic trends, identify unmet rural transportation needs and allow for the most efficient use of resources to better serve the rural areas of Brown County. Mr. Schuette summarized the learnings from the evaluation to include: 1) rural areas of Brown County have been growing in population and growth in these areas is projected to continue over the next 30 years. 2) The demographic of people aged 60 and over will continue to grow

proportionately over the next 30 years, including the rural communities. 3) The urbanized area for Brown County has expanded each year according to the Brown County Population and population density per the Green Bay Metropolitan Planning Service Area. Mr. Schuette covered the current availability for specialized transportation providers/services and the areas they serve. Mr. Schuette shared feedback from stake holders, caregivers and providers he collected via surveys and focus groups. The demands and gaps in services the feedback uncovered include: 1) people are not sure who the appropriate provider should be for their programs. 2) A need for a mobility manager/transportation coordinator to provide information and coordination 3) Availability 4) Service areas are limited. 5) People do not want to inconvenience personal informal resources 6) Last minute rides, night-time and weekend options 7) Private providers are at a much higher cost. Mr. Schuette shared the rural areas outside current service areas that have a high demand for specialized transportation. As a result of these findings, Mr. Schuette communicated the programmatic recommendation of the study; 1) Create Mobility Manager and Travel Trainer positions to improve coordination and create a central information resource for riders. 2) Expand Curative Connections service area to the expanded urbanized area. (Suamico, Southern De Pere, Oneida, Hobart, Town of Scott) Mr. Schuette also shared recommendations to best implement this expansion. 3) Addition of a bus route 1 to 2 times a week to very rural, less population dense areas. (Wayside & Lange's Corners). Ms. Christianson expressed gratitude for these recommendations and shared every year the ADRC looks analyze how the ADRC can expand rural the program with the 85.21 transportation dollars without displacing or replacing another service. This evaluation will allow the ADRC Board to make informed decisions on how best to do that. Ms. Christianson will share recommendations for transportation with the ADRC Board of Directors in December, 2016. Ms. Christianson stated that some of what will be communicated is the coordination with Brown County Planning, ADRC and Green Bay Metro to see how best to pool resources to create and support a Mobility Manager and Travel Trainer positions. Ms. Christianson stated that Green Bay Metro has stepped forward and is willing to house these positions, however, MOU's, Contracts, and job descriptions still need to be created for the roles. Supervisor Campbell shared that she has concerns about this position being housed in Green Bay Metro instead of a Brown County Department. Supervisor Campbell shared that Brown County Planning Commission Transportation Committee would seek to pull funding for the position(s) if not used correctly by Green Bay Metro. Supervisor Campbell stated that the reason that the ADRC Board funded the study was to address the transportation issues in rural areas. Ms. Campbell feels that the accountability for this role should be through Brown County not in the City of Green Bay and therefore recommends stern oversight of these positions. Ms. Christianson agrees that the position should focus on how all communities in Brown County come together to better service all areas. Ms. Conard from Brown County Planning Commission added that Green Bay Metro provides service to De Pere, Ashwaubenon and Bellevue who are all financial partners and through communication they come together to serve not just Green Bay but a larger region. Supervisor Campbell feels that the City of Green Bay has people already in positions that are working on servicing the region. Supervisor Campbell feels these new positions should be working on expanding service to rural areas. Mr. Schuette clarified that the study only recommends the creation of this position, but does not recommend where the role(s) would be housed. Additional discussion ensued. Ms. Christianson thanked Mr. Schuette for the valuable information as it allows for making informed decisions.

Ms. Finder-Stone/Ms. Bartlett moved to accept the Brown County Transportation Evaluation Report.  
**MOTION CARRIED.**

## **DIRECTORS REPORT:**

### **A. REQUEST FOR C1-C2 TRANSFER FOR NUTRITION PROGRAM:**

Ms. Christianson referred to the handout "Request for Transfer of Allocations". Ms. Christianson shared that each year funds may be transferred between congregate and home-bound meal funds to meet the needs of the programs. Ms. Christianson is requesting that 40% of C-1 funds totaling \$169,402 be transferred to C-2 to meet the needs of the home-bound meal program. This will not impact the congregate dining program as needs are being met with the current allocation.

Ms. VanDonsel/Supervisor Campbell moved to approve the request for C1-C2 transfer for nutrition program. **MOTION CARRIED**

**B. DE PERE NUTRITION CONTRACT CHANGE REQUEST:**

Ms. Christianson referred to the City of De Pere handout and communicated that the City of De Pere initiated a conversation with Ms. Christianson with the goal of creating efficiencies and maintaining and/or improving their current offerings at the De Pere Community Center. The City of De Pere requested that in January, 2017 the ADRC employ and manage staff and program operations of the Nutrition Program at the De Pere Community Center. This would mean a change to the ADRC organization table to include .5 FTE for this role. The City of De Pere would continue to staff a person for Senior Programming. Ms. Christianson shared that this request would create cost benefit to both the ADRC and the City of De Pere while still maintaining the nutrition program in De Pere. Ms. Christianson stated that De Pere and the ADRC are committed to having a nutrition program in De Pere and stressed the importance of De Pere's support in the rural communities of De Pere and Wrightstown.

Ms. Finder-Stone/Mr. Epstein moved to approve the change for the ADRC to employ staff and manage the nutrition program in De Pere and add .5 FTE to the ADRC organizational chart.. **MOTION CARRIED.**

**STAFF REPORT-BARB MICHAELS-PREVENTION:**

Ms. Michaels referred to the Prevention Update handout and reviewed with the board the 2017 Initiatives including 5 Evidence Based Workshops. Ms. Michaels thanked Mr. Epstein, Ms. Bartlett and Ms. Robinson for their participation with the workshops. Ms. Michaels also shared the collaboration with the 4 area hospitals, NWTC, UW partners, Green Bay Metro Fire Department and other local professionals. Ms. Michaels then reviewed other prevention initiatives, driven by either consumer request or community initiatives. Ms. Michaels noted a 40% increase in participation in prevention programs from 2014 to 2015. Ms. Michaels said volunteers and the relationships/partnerships with the medical community is the strength of the prevention program. Ms. Michaels also shared upcoming opportunities for 2017 stemming from focus groups that met earlier in the year and partnerships with YWCA and Public Health in 2017. Ms. Christianson and the board commended Ms. Michaels for her dedication to the prevention program.

**CURATIVE CONNECTIONS-TOUR AND PROGRAM REVIEW:**

Ms. Misovec shared that Curative has been very busy and that referrals to the adult-day care program are up about 40%. The referrals are through family care and word of mouth. Increases in need, marketing and branding initiatives are also a factor for the increases. Staffing has proved to be a challenge for Curative as well.

**LEGISLATIVE UPDATES: None**

**ANNOUNCEMENTS:**

Ms. Christianson referred to the Journey to Greater Green Bay booklet that was handed out. This was created by the Bay Area Community Counsel. Ms. Christianson reviewed the major points in the white paper including information regarding Green Bay's economic development and other strengths and weaknesses in the Green Bay community. This booklet will be coming out on September 29<sup>th</sup>, 2016.

Ms. Finder-Stone will be speaking at the Alcohol, Tobacco and Mental Health task force breakfast at Lambeau Field on October.

Ms. Finder-Stone asked that everyone please vote in November.

**NEXT MEETING** – The next meeting will be October 27<sup>nd</sup>, 2016 at 8:30 a.m. at **Options for Independent Living, 555 Country Club Rd, Green Bay.**

**ADJOURN:**

Supervisor Campbell/Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.**  
The meeting adjourned at 10:21 a.m.

Respectfully submitted,

Kristin Willems, Administrative Specialist